



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1754.3

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11 OCT 1996

DEPOT ORDER 1754.3

From: Commanding General  
To: Distribution List

Subj: FAMILY READINESS SUPPORT PROGRAM

Ref: (a) SECNAVINST 1754.4  
(b) MCO 1754.1  
(c) MCO P1700.24A

Encl: (1) Family Readiness Support Program Definitions

1. Purpose. To establish a Family Readiness Support Program in accordance with references (a) and (b).

2. Definitions. Terms used in this Order are defined in the enclosure.

3. Policy

a. Marines and their families will be provided a quality of life which reflects the high standards and pride of the United States Marine Corps. This can best be achieved by working in partnership with service members and their families, the chain of command, the Department of the Navy, the Department of Defense, the Congress, and existing community resources.

b. Marines, both married and single, bear primary responsibility for the welfare of their families. The total commitment demanded by military service and the unique nature of the Marine Corps' mission require that in meeting this responsibility they have access to a Family Readiness Support Program designed to make services available that improve readiness, job performance, and retention.

c. The Family Readiness Support Program is a network of agencies, programs, services, and individuals that support readiness by preventing or reducing family stressors, promoting healthy community environments, and freeing personnel from family worries so they are able to focus on unit mission. The intent of the system is to emphasize problem prevention to reduce or eliminate work-related stresses, strengthen individual and family coping skills, and enhance individual self-esteem. The goal is to keep healthy families healthy. Commanders must act to the best of their ability to make Marines and family members feel welcomed, respected, and appreciated. Commanders must encourage help-seeking and self-help behavior.

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d. The Marine Corps Recruit Depot's Family Readiness Support Program shall be used to unify our efforts in meeting the ever-changing needs of the Depot and those of its family. Within the limits of existing laws and regulations, we must enforce the notion that the family in the Family Readiness Support Program is the Marine Family - all Marines whether married or single, male or female, Regular or Reserve, released from active duty or retired, etc. This includes their immediate families or designated beneficiaries, if known and appropriate. This program must maintain a level of activity which will easily support a transition from peacetime to a wartime posture. As reservists and retirees can be called upon to actively serve, their families must be active participants in this program.

e. The Family Readiness Support Program shall be based on a formal needs assessment and shall address identified needs through the Depot's Family Service Center, as outlined in reference (c). The program will cover the following areas:

- (1) Alcohol and drug abuse prevention
- (2) Child care
- (3) Community development
- (4) Consumer affairs and financial planning assistance
- (5) Counseling
- (6) Dependents' education
- (7) Deployment support
- (8) Emergency services
- (9) Employment assistance
- (10) Family Advocacy
- (11) Family life/enrichment education
- (12) Family Service Center
- (13) Health affairs
- (14) Information, referral, and follow-up
- (15) Legal Assistance
- (16) Mobilization indoctrination

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- (17) Outreach
- (18) Relocation assistance
- (19) Separation and retirement planning
- (20) Special needs support
- (21) Spiritual growth and development
- (22) Volunteer management
- (23) Youth recreation and development
- (24) Key Volunteer Network

f. Many of the above-noted areas are covered in programs already in existence. This Order does not intend to supersede such programs. Rather, its purpose is to emphasize that the common goal of all is to enhance the Depot family's readiness and viability.

#### 4. Action

a. Family Readiness Support Program Coordinator. The Director of the Family Service Center will serve as, or appoint an FSC staff member to serve as, the Family Readiness Support Program Coordinator. The Coordinator will interface between the Family Service Center and the various departments, units, and agencies that are to support this program. The Coordinator will ensure that support is available for the Family Readiness Support Program and will coordinate availability of training for program element sponsors.

b. Family Readiness Support Program Council. The Family Readiness Support Program Council will be made up of the positions and representatives from the departments and organizations listed below:

(1) The Family Readiness Support Program Coordinator who will chair the council.

(2) Family Readiness Officers from the following organizations:

- (a) Recruit Training Regiment
- (b) First Recruit Training Battalion
- (c) Second Recruit Training Battalion

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- (d) Third Recruit Training Battalion
- (e) Support Battalion
- (f) Headquarters and Service Battalion
- (g) Weapons and Field Training Battalion
- (h) Twelfth Marine Corps District
- (3) Assistant Depot Chaplain
- (4) Staff Judge Advocate Legal Assistance Head
- (5) Branch Medical Clinic
- (6) Branch Dental Clinic
- (7) Morale, Welfare and Recreation
- (8) Depot Disbursing Office
- (9) Coast Guard Pacific Area Tactical Law Enforcement
- (10) Navy-Marine Corps Relief Society
- (11) American Red Cross
- (12) Officers' Wives' Club
- (13) Enlisted Wives' Club
- (14) Retired Officers' Association
- (15) Noncommissioned Officers' Association
- (16) Key Volunteer Network Advisors' and Coordinators' Council
- (17) Family Service Center Key Volunteer Program Manager

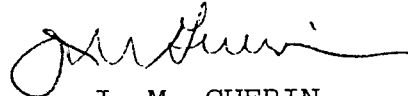
The purpose of the Council is to meet quarterly and to determine how to meet needs of families, to educate the Council members, to exchange information, and to pass along lessons learned.

c. Use of Volunteers. The Family Readiness Support Program will be designed and managed to minimize, and avoid where possible, workload on the operating forces. To this end, volunteers should be used to the maximum extent feasible to meet Family Readiness Support Program needs in the tradition of taking

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care of our own. Federal law under Title 10 U.S.C. Section 1588 (Acceptance of Voluntary Services for Family Support Programs) provides a legal basis for use of volunteers with workers compensation, and places the actions of volunteers under the purview of the Federal Tort Claims Act. Volunteers are thus shielded from liability for actions within the scope of their official responsibilities, and liability of the United States for such actions is limited. Additionally, the 1992 National Defense Authorization Bill included authorization to use appropriated funds or nonappropriated funds to reimburse incidental expenses incurred by a person providing voluntary services.

d. To provide continuity, program support must include follow-up assessments of effectiveness and be based to the maximum extent feasible on active partnerships with existing sources of required services.



J. M. GUERIN  
Chief of Staff

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Copy to: Coast Guard Pacific Area Tactical Law Enforcement  
Navy-Marine Corps Relief Society  
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Officers' Wives' Club  
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Retired Officers' Association  
Noncommissioned Officers' Association  
Key Volunteer Network Advisors' and Coordinators'  
Council  
Family Service Center Key Volunteer Program Manager



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## FAMILY READINESS SUPPORT PROGRAM DEFINITIONS

1. Alcohol and Drug Abuse Prevention. Prevent the wrongful or illegal possession or use of drugs and the use of alcohol and/or other drugs to an extent that it has an adverse effect on performance, conduct, discipline, mission effectiveness, and/or the user's health, behavior, family, or community. See MCO P5300.12 and MCO 5355.4.
2. Child Care. Child Care is the care of minor children by anyone other than the parents. It includes extended family care, neighborhood cooperatives, child development centers, family home day care, and other child care options providing hourly, part-day, and full-day programs designed to protect the health and safety of children and promote their physical, social, emotional, and intellectual development. See MCO 1710.30C.
3. Community Development. The assessment of military installation Family Readiness Support Program needs and identification of available required resources to meet those needs. Allocation, coordination, and programming for resources are based on installation priorities established by the commander with input from families, tenant activities, and Family Readiness Support Program element managers. Unresourced requirements are forwarded up the chain of command. See MCO P1700.24A.
4. Consumer Affairs and Financial Planning Assistance Program. A program that assists members and their families in keeping their personal financial affairs in order. The program provides basic money management and consumer education classes, counseling, information, and community referral. See MCO P1700.24A, MCO 1700.25, and SECNAVINST 1740.2.
5. Counseling. Intake and support activities for individuals, families, and groups. Intake counseling includes collecting and processing case history data and personal interviewing to assess presenting problem(s). Determinations are made whether to refer the individual or family for support counseling. Support counseling is provided after intake counseling and is capable of addressing a wide range of personal, marital, and parent-child problems. See MCO P1700.24A.
6. Deployment Support. Assistance to members and families in coping with the difficulties inherent in deployment of the member, covering preparation for and reunion following deployment. See MCO P1700.24A.

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7. Emergency Services. Nonmedical social services (food, clothing, shelter, transportation, child care, and financial assistance) that provide immediate response and attention to individual and family crises. These services involve social and emotional assessment, intervention, referral, and follow-up activities. See MCO 1700.21B and MCO P1700.24A.
8. Employment Assistance. A program conducted by specially trained counselors to help retiring and separating active duty Marines, military spouses, and other eligible personnel seeking or preparing for public and private sector employment. The program includes, but is not limited to, workshops, career counseling, self-employment skills, job market information and referrals, and guidance on self-employment in Government quarters. See MCO P1700.24A, MCO 1754.5, MCO 5330.3D, and SECNAVINST 1740.2.
9. Family Advocacy Program. A program designed to address prevention, evaluation, identification, intervention, treatment, rehabilitation, follow-up, and reporting of child and spouse abuse, maltreatment, sexual assault, and rape. The program consists of coordinated efforts and designed to prevent and intervene in cases of family distress and to promote healthy family life. See MCO P1700.24A, MCO 1752.3B, and SECNAVINST 1752.3.
10. Family Life/Enrichment Education Programs. Includes prevention and enrichment programs designed for individuals, couples, or families which provide knowledge, social relationship skills, and support through the family life cycle. See MCO P1700.24A and MCO 1730.6C.
11. Family Readiness Support Program. The network of agencies, programs, services, and individuals which supports readiness by preventing or ameliorating stressors, promoting healthy community environments, and freeing Marine Corps personnel from family worries so they are able to focus on unit mission.
12. Family Service Center. On-base facilities which serve as the focal point for information, referral, and coordination of many Family Readiness Support Program elements and activities, including resources available in both the military and civilian community. The Family Service Center may also provide education, training, and counseling to eligible personnel and their family members. See MCO P1700.24A.

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13. Health Affairs. Includes information and classes about the importance of a healthy lifestyle for members and their families. Programs involve a multi-disciplinary approach to wellness which includes such areas as nutrition, exercise, and stress management. An example of such programs is Semper Fit 2000. See MCO P1700.24A and MCO 6100.3J.

14. Information, Referral, and Follow-up. Provides information about installation and community resources, links members and families with available service providers, and provides follow-up to ensure satisfactory services were received. See MCO P1700.24A.

15. Mobilization Indoctrination. The Family Readiness Support Program augments command efforts to inform service members about their duties and responsibilities, and family members about their roles and benefits, in the event of mobilization. Program goals are to provide information, assistance, and guidance to military families; coordinate existing military family support resources and those social services offered by Federal, State, and local government programs; provide personal affairs briefings to as many reservists and retired Marines as possible before they are mobilized; and minimize the impact of separation of Marines from their families during mobilization. See MCO P1700.24A and MCO P3060.18.

16. Needs Assessment. Systematic and scientific assessment of family programs and factors which make a Family Readiness Support Program effective and efficient in supporting the mission as well as supporting the individuals served.

17. Outreach. Includes elements of the Family Readiness Support Program that inform individuals and families of services available to them, with particular emphasis on support and services for off-base families. Outreach involves identifying at-risk populations, establishing priorities for services through community needs assessments, and coordinating the delivery of a variety of Family Readiness Support Program services. See MCO P1700.24A.

18. Relocation Assistance. Provides support and information for managing the demands of the mobile lifestyle. The program provides continued support throughout the entire reassignment process. See MCO P1700.24A, MCO 1754.3, and MCO 1320.11D.

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19. Separation and Retirement Program. Provides preseparation and preretirement planning to eligible members and their spouses to address problems associated with transition to civilian life. The transition program includes social and personal adjustment issues, financial and legal planning issues, job search skills and techniques, as well as a discussion of their rights, benefits, and privileges. See MCO 1001.39K, MCO P1700.24A, MCO P1741.11B, MCO P1760.8B, MCO 1760.11, and MCO P1900.16D.
20. Special Needs Support. A coordinated, multi-disciplinary approach to provide medical, education, community support, and personnel services to families with special needs (e.g., those with single parents, handicapped or gifted children, foreign-born spouses, and dual-service marriages). An example of such support is the Exceptional Family Member Program. See MCO P1700.24A.
21. Spiritual Growth and Development. Includes, but is not limited to, religious education and worship opportunities, pastoral care, spiritual counseling and support, premarital and marital counseling and seminars, family enrichment and growth programs, and other religious programs. See MCO P1700.24A, MCO 1730.6C, and SECNAVINST 1730.7.
22. Volunteer Management. Promotes volunteer recruitment and manages reimbursement, training, supervision, recognition, and logistic support for installation volunteers. See MCO P1700.24A and MCO 5760.4B.
23. Youth Recreation and Development. Promotes the development of youth by offering programs and information to foster recreational skills and enhance the personal growth of youth. See MCO 1710.35A.
24. Key Volunteer Network. A family support and communication network for commanding officers. Volunteers make up this network. The Network is used to assist in promoting unit readiness and operates as an element of the Family Readiness Support Program and as a complement to Family Service Centers. See MCO 1754.2A.